

FRANKLIN COUNTY GOVERNMENT CENTER SECURITY SCREENING PROCESS

The purpose of the screening is to make the Franklin County Government Center a safe place to work and conduct business.

The screening process is voluntary. You may stop the process at anytime. However, you will not be permitted past the secure screening area until you successfully pass the screening procedure.



There are many prohibited items listed below. It is a good idea to review these items prior to initiating the screening process. Prohibited items that are not illegal to possess will be retained at the screening area and a receipt will be given for the item. The item will be returned to you when you depart the area. Unclaimed items will be disposed of in accordance to the statutory procedure.

The following list gives examples of items not permitted in this complex.

- Firearms/Deadly weapons
- Dangerous ordnance
- Brass Knuckles
- Switchblades
- Ammunition
- Explosive devices/material/chemicals
- Flammable materials such as gasoline
- Chemical mace, pepper spray
- Cutting instruments that could be used as a weapon such as knives, box cutters, razors, Scissors, etc.
- Tool: hammers, screwdrivers, nails
- Stun Guns
- Chains
- Fingernail files
- Knitting needles
- Handcuffs/handcuff keys
- Cats eyes (key ring)
- Large straight or safety pins
- Asps/blackjacks/batons

The following items may safely be placed in the x-ray machine or passed through the metal detectors:

Food, computers and disks, film up to 1600 speed, video / audio tape, credit cards, access badges, etc.

If you are not sure of an item, the Court Security Officer will assist you.



Approaching the Screening Area:



As you approach the screening areas, if you are carrying a briefcase or purse, place all metal items such as change, keys, wallets, pagers, cell phones, cigarette packs, lighters, etc, inside of the briefcase or purse. If you are not carrying a purse or briefcase, place all metal items in the basket at the table.

If you are carrying a package, briefcase, purse, etc., place any such item on the conveyor belt of the x-ray machine. All items that the Court Security Officer cannot see through must be placed on the belt. If an item cannot be identified by x-ray, you will be asked to physically show the item to the Officer.



The Screening Procedure:

After placing items in the basket/x-ray machine, proceed to the metal detectors and walk through. Do not place your hands in your pockets. Walk at a normal pace. Do not touch the detector, as this may cause a false alarm. After proceeding through the metal detector, if no alarm sounds, you may proceed to gather your belongings and proceed to your destination.

If the alarm sounds, you will be asked to proceed to the rear of the screening area where you will be checked with a hand held metal detector. The Court Security Officer will ask you to stand with your arms extended and legs apart. The Officer will then pass the detector over you, but not touching you, to determine what caused the alarm. If the hand held alarm sounds, you will be asked to remove the item that is causing the alarm. If no metal can be found, you must expressly consent to a “pat-down” or “hand search” if you wish to proceed past the screening area. A Sheriff’s Deputy of the same sex will perform the pat-down or hand search.

Most people easily and quickly pass through the screening process with little or no disruption or delay. We welcome you to the Franklin County Government Center and hope that your visit is productive and safe. If you have any questions regarding the process or your visit, please call Franklin County Public Facilities Management at 614-462-3800 and we will be happy to answer your questions.